Example of Contract Administration Job Description

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Our company is growing rapidly and is looking to fill the role of contract administration. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for contract administration

- Assist management in reviewing and formulating Policies for Admin & Travel
- Distribution of fuel coupons and maintaining relevant records
- Staff attendance downloading and weekly reports updating
- Ensure timely and appropriate hotel arrangements for staff and visitors in Sri Lanka
- Assist staff with hotel reservations when travelling outside Sri Lanka (hotel booking will primarily remain the responsibility of the employee or the host operations)
- Negotiate travel deals/arrangements with travel agencies and identify approved travel agent partners for Damco to work with
- Handle all visa requirements for visitors and assist staff travelling abroad with their possible visa requirements
- Assist expatriate staff in acquiring business and visit visa, work permits
- Assist HR team in various initiatives and activities
- Register new customer in the system and update customer database

Qualifications for contract administration

- Understanding and application of contract administration principles, concepts, practices, and standards expected
- Requires basic contract clause understanding including knowledge of commercial contract terms and conditions, statements of work, NDA's
- Prefer experience with contract database technologies

- Highly proficient in Contract Administration and able to work in a team environment with a minimum amount of direct supervision
- Experience developing solutions to complex contracting issues, which require the regular use of ingenuity and innovation